

RE AD V E R T I S E M E N T

***See education/experience changes and supplemental question**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

January 10, 2007

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TITLE:	Bureau Chief
POSITION NO:	00903
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$46,425 - \$58,032 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 25, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

TYPICAL DUTIES: This position provides leadership, supervision and direction to approximately 30 full-time employees qualified in nursing, nutrition, social work, recreational therapy, pharmacy, medical technology, architecture, fire safety and sanitation. Plans and directs certification bureau activities including the overall management of one regional office in Billings. The certification bureau inspects, certifies or recertifies providers based on diverse provider specific federal regulations and survey processes for Medicaid and Medicare to determine compliance of health care facilities.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of basic management practices; organization and operation of medical facilities; laws, rules and regulations concerning construction, staffing and operation of a wide range of medical facilities and the specific requirements for certification for each provider category; state government

operations, rules, policies and legislative process; and budgeting and fiscal management of federal contract services.

Skills: Skill in personnel management for ascertaining staff needs and provide an environment conducive to the efficient use of resources.

Abilities: Ability to plan and administer a complex budget system involving multidisciplinary personnel under rigid time and quality requirements; maintain positive working relationships with staff, other state and federal government agencies, health care providers and consumers; comprehend, interpret and explain laws, rules and regulations in a consistent and accurate manner; make decisions consistent with laws, rules and the welfare of providers and consumers of health care services; lead, motivate and influence personnel under significant pressure; manage and organize multiple projects simultaneously; set priorities; assess and assign tasks; provide training and career opportunities; effectively communicate and implement bureau operations and policies to lawmakers and public, while maintaining confidentiality of patient and provider information as required by law.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Business Administration, Public Administration, Public Health, Human Services or health care related **AND** five years progressively responsible health care services experience including two years of direct supervisory experience. **OR** a Master's degree in Business Administration, Public Administration, Public Health, Human Services or health care related **AND** three years progressively responsible health care services experience including one year of direct supervisory experience. Progressively responsible experience in health care services preferred. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining**

transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and

4. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Bureau Chief
Position: #00903
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe how your education and professional work experience qualifies you to assume this leadership role. Include your management responsibilities and the number and level of staff directly supervised.